

**Strategic Prevention Framework State Incentive Grant
(SPF SIG)
Evaluation Workgroup Meeting
December 19th, 2006**

ATTENDEES: Bob Levy, Harold Kooreman, Ruth Gassman, Rebecca Smith, Marcia French, and Neal Holtan, Gary Williams, Marion Greene, Chanadana Saba, Kim Manlove.

WELCOME

Bob Levy opened and welcomed all to the meeting.

Approval of Minutes (11/21/06)

A review of the past meeting's minutes was done and a motion to approve them was given. The motion was sustained unanimously.

STAFFING REPORT:

Marcia reported that the Administrative Assistant position was being posted this week and the T/O workgroup made a strong recommendation that the position should be Spanish speaking to respond to potential communities which may call in for assistance that are Spanish speaking. Also the Workgroup recommended that the GAC be represented by the Hispanic community as well. Two names have been submitted to the Governors Office for this purpose.

UPDATE REPORT

SPF SIG PRIORITIES/CONCERNS; SEOW REPORT UPDATE

The reports for the tables to indicate county rankings with regards to each priority were reviewed and discussed. They will be made available to the public on the websites of IUPUI, FSSA/DMHA, IPRC, IFBCI and when up and running the SPF SIG website. The reports were received with strong approval and suggestions were made to add citing of sources and dates. Also a recommendation was made to add to the cover page a blurb on the SPF SIG to connect it more to the project. At the Regional Technical Assistance Workshops both the maps and these tables will be presented to assist communities to have a quick and easy indicator of whether their community is showing need for grant assistance. All acknowledged the incredible job done by Eric Wright and his staff.

Review of Evaluation Survey

A review of the survey's from the meetings of the SPF SIG were discussed. One suggestion had been made that the survey was too lengthy. It was agreed that no changes this early in the program be made. Also reviewed that the chairs would receive results of the surveys and 3 times a year a review would be provided by the Evaluation Workgroup.

Flowchart Review

The flowchart recommended by the Evaluation Workgroup last month was reviewed. Explanation of specific placements of agencies and programs was discussed and Neal mentioned that if all states would have this document it would be of much benefit to cross-compare. Neal asked the electronic version be sent to him to share. A discussion of the SEOW being a separate and continuing workgroup beyond the SPF SIG project was explained. This is a Governor appointed workgroup and stands independent of the project and life of the project, though at this time their work is focused on the workings of the SPF SIG.

Strategic Workplan Update

Marcia gave the update report on the Strategic Plan and that Mike Lowther had called and left messages and they were playing phone tag. Mike was very sorry it had taken so long and stated that they were going to do all they could to make this move quickly and help us through. A call

was expected within a few days to work through the questions and concerns they had with the Plan. Also it was posed that we needed to review the plan and see where the Evaluations Workgroup could be of benefit in defining Implementation of Fidelity Instruments and that the draft didn't cover all necessary areas for the communities. Concerns of community burden were discussed and the need to allow the communities to know upfront what would be expected of them. Ruth mentioned that the IPRC could be a helpful tool in helping the communities with data collection and on how to set up reports. All were asked to review the document for a more in depth discussion next month.

Community Readiness Tool

The community readiness survey was reported to be put out during the first week of January. The intent is to send the survey to approximately 20 persons in each county and they are soliciting other names from any who might know an appropriate contact outside of the listing they have. This survey is anticipated to be done annually. Ruth stated the IPRC also would be happy to launch on their website the survey for increased response.

Neal mentioned that there was another survey they may want to look at as well by Anu Sharma at Central CAPT called the Community Readiness Survey. The surveys will be distributed via e-mail. An access code will be needed to log on and take the survey and given to key informants. The data base for the key informants will include; LCC's, Dept. of Health, Schools, Law Enforcement Agencies and others. The purpose is to gather enough data to assess the level of infrastructure within communities. Concerns were expressed about making the survey available to a large enough base that the data is indicative of the reality of the community's needs and issues. Neal mentioned that Central CAPT has a data-base with everyone who has participated within the past 5 years if they would like to review that. He was concerned that some of the issues relating to attitudinal assessment wasn't covered. Marion stated that some of the concern with Eric's staff was to not make it so burdensome people wouldn't respond.

Training and Outreach Update

Marcia gave an update on the workings of the T/O workgroup. They have had the logo approved and are working on the website and newsletter. They also have completed the rollout of the SPF SIG Project timeline and steps.

Next Meeting Focuses:

Strategic Workplan Review and discussion on evaluation with communities
Tables Document Review

MEETING SCHEDULE

The next meeting will be January 23rd , at 10:30 am.

ADJOURNMENT

The meeting was adjourned by the Chair.